Fire and Aviation Preparedness Review Guide

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I. Preface

Pre-season fire preparedness reviews provide comprehensive operational evaluations on fire programs. These reviews are to be conducted annually at the start of the fire season. Involvement of line management and cooperators, where applicable, is critical.

This review is designed to assist the local agency administrator in preparing for and operating during the fire season. It also serves as a mechanism to identify deficiencies, recommend corrective actions and establish the need for follow up to corrective actions.

II. Introduction

This review guide is designed for use by fire managers, supervisors, and fire modules to evaluate the level of fire preparedness.

This system will allow for documentation and immediate feedback of the results of the evaluation on the selected units. It is intended to provide consistency in the evaluation of unit proficiency and compliance with agency standards.

This guide should be adapted to meet local conditions and can be subdivided to use only the appropriate checklists for the selected area.

Procedures and Process

Objectives
- Conduct a comprehensive Preparedness Review
- Train personnel in conducting the Preparedness Review
- Provide a report for each office/unit
- Provide a summary to management

Entrance/Exit Briefings
- Briefings are important in developing rapport and confidence between team members and management.
- Entrance Briefings will be held with agency administrators to provide an outline of objectives and products, to obtain authorization, and receive special instructions.
- Exit Briefings will be held with agency administrators to present findings to include commendations, identify areas needing improvement, and recommend corrective action

Team make up
- A wide cross-section of technical expertise, as well as individuals from outside the local unit, are important in assembling a productive review team.
- The number of team members needed will depend on the size of the program.
- Team members should be selected for their technical expertise in the elements reviewed
- As a minimum, participation should include expertise in the areas of:
  - · Fire Operations
  - · Fire Use
  - · Fire Business Management
  - · Dispatch/Logistics
  - · Aviation Management and Operations.

Checklists
- Checklists are the key to an effective review. Team members must understand the checklists they will be using.
- The checklists provide a method of evaluating operational elements in a format that will ensure consistency from unit to unit.
- The checklists may be used collectively for an entire unit review or separately to evaluate desired elements of a fire program.

Standards
- Standards are the basis from which checklist questions are developed.
- Standards used to develop the checklists were derived from interagency standards.

Products
- The completed review is the basis from which many important products are developed. These other products are tools that enable the unit management to recognized exceptional accomplishment and develop plans to improve their overall fire management program.

III. Guide Use

Checklists are designed to evaluate specific functional compliance with established standards for safety and efficiency. Select the checklists that are needed to meet the review objectives.

Subject	Checklist Number
Fire Program Management/Administration	
Agency Administrator Overview	1
Fire Management Administration	2
Geographic Area Coordination Center	3
Aviation Management	4
Wildland Fire Situation Analysis	5
Fire Use	6
Prescribed Fire	
Wildland Fire Use	
Training	7
Prevention/Education/Information	8
Fire Weather Preparedness	9
Operational Resources	
Individual Firefighter Evaluation	10
Dispatch	11
Engine Module	12
Hotshot Crew	13
Fire Use Module	14
Smokejumper Unit	15
Helicopter Module	16
Dozer/Tractor Plow Module	17
Facilities & Equipment	
General Facilities	18
Air Tanker Base	19
Fixed Wing Base	20
Lookout	21
Fire Support Vehicles	22

The checklists will be rated by the following standards:

E = Exceeds Standard	M = Meets Standard	NI = Needs Improvement	NR = Not Reviewed
Indicates that the element/activity was completed at a level higher than expected.	Performance meets expectations.	Element performance does not meet expectations.	Element was not reviewed because it was determined to be inappropriate for the review objectives.

Use the following matrix to determine the most appropriate checklists to use:

Fire and Aviation Preparedness Review Checklist Matrix

	REVIEW COMPONENT	RECOMMENDED CHECKLISTS (If Appropriate)												
	C H E C K L I S T	Management (Agency Admin and/or FMO)	Prevention/Education/Training	Dispatch	Engine Module	Hotshot Crew	Fire Use Module	Smokejumper	Helicopter Module	Dozer/Tractor Plow	Facilities	Air Tanker Base	Fixed Wing Base	Vehicles
1.	Agency Administrator Overview	✓												
2.	Fire Management Administration	✓												
3.	Geographic Area Coordination Center													
4.	Aviation Management	✓												
5.	Wildland Fire Situation Analysis	✓												
6.	Fire Use (Prescribed/Wildland Fire Use)	✓												
7.	Training	✓	✓											

8.	Prevention/Education/Information	'	'											
9.	Fire Weather Preparedness	'		'										
10.	Individual Firefighter				'	'	'	'	'	'	'	'	'	'
11.	Dispatch Review	'		'										
12.	Engine Module				'									
13.	Hotshot Crew					'								
14.	Fire Use Module						'							
15.	Smokejumper Unit							'						
16.	Helicopter Module								'					
17.	Dozer/Tractor Plow Module									'				
18.	General Facilities										'			
19.	Air Tanker Base											'		
20.	Fixed Wing Base												▾	
21.	Lookout										'			
22.	Fire Support Vehicles													'

Fire and Aviation Preparedness Review

State/Region: _____

Office: _____

Subunit: _____

Date: _____

Conducted By:

Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**